

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

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78-2741/1

17 JUL 1978

Mr. Ciro Farina  
Chairman, Interagency Transportation and  
Traffic Management Committee  
General Services Administration  
Washington, D.C. 20406

Dear Mr. Farina:

25X1A  
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25X1A  
Thank you for your letter of July 10, 1978 inviting  
CIA to nominate a representative to the Interagency Trans-  
portation and Traffic Management Committee. Our principle  
will be [REDACTED] and his alternate will be  
[REDACTED] is a Special Assistant  
to the Deputy Director for Administration, and [REDACTED] X1A  
is the senior officer on his staff. Both may be reached on  
351-6024, and the mailing address is Room 7-D-18 Headquarters  
Building, Central Intelligence Agency, Washington, D.C. 20505.  
Both are already known to you and to your staff.

We look forward to participating in this effort.

Sincerely,

25X1A

25X1A

[REDACTED]  
John F. Blake  
Deputy Director  
for  
Administration

25X1A  
SSA-DDA

[REDACTED] vld (7-14-78)

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General

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78-2741

JUL 10 1978

Mr. John F. Blake  
Deputy Director for Administration  
Room 7D18  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Blake:

During Fiscal Year 1977 this office received a substantial number of inquiries pertaining to temporary duty travel and permanent change of station entitlements. The majority of these inquiries involved routine travel questions and many related to areas where agency discretionary authority and internal agency regulations govern. This is especially true in the overseas allowance area. This tremendous volume of incoming calls especially the routine ones has caused a serious disruption to our broad entitlements management responsibilities.

To alleviate these conditions and to enhance our ability to be more responsive in the comprehensive program areas we are proposing that at the headquarter level, each agency identify to us its representative(s) responsible for the administration of the agency's internal travel program. The name, title and/or position and telephone number of the representative(s) should be submitted. Upon receipt of this information we will refer incoming inquiries for travel interpretations to the appropriate designated representative for action as necessary. The designated representative(s) of your Agency will, of course, have access to our travel specialists in the more comprehensive entitlement areas whenever needed.

To further this liaison, we held an interagency meeting on April 26, 1978, with various representatives of the headquarter agencies concerning recent amendments to the Federal Travel Regulations and their impact on agency programs. At this meeting we outlined the previously mentioned approach to enhance our capabilities to be more responsive in the comprehensive entitlements area. The majority of the agency representatives was agreeable to this proposal.

At the April 26, 1978, meeting, we also proposed to establish a travel management subcommittee of the Interagency Transportation and Traffic Management Committee. The purpose of this subcommittee is to (1) increase the opportunity for the interchange of information and ideas, (2) facilitate early participation in the development of travel regulations, and (3) review programs affecting civilian travel.

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This subcommittee membership will be drawn from those components of the civilian executive agencies and the Department of Defense that establish internal agency travel policy. The Director, Transportation Services Division, Office of Transportation and Public Utilities, Federal Supply Service, will serve as chairman of the subcommittee.

If you desire to participate, please nominate a principal and an alternate member to this subcommittee, and also the name of your designated agency contact on travel and relocation allowances. Forward their names, titles, and business telephone numbers to the undersigned at your earliest convenience. As soon as the membership has been developed, a formal announcement on the establishment of the subcommittee will be made and members will be contacted with information as to the first meeting.

As noted, both of these proposals were discussed briefly at the April 26, 1978, ad hoc meeting and agency representatives appeared to be most receptive at that time. We feel that these collective measures will enhance our overall ability to be more responsive to agency travel program areas and will provide a viable and effective interface in our respective areas of responsibility. If you have questions regarding these proposals, you may contact Ms. Audrey Rish, telephone 557-8510.

We appreciate your assistance and cooperation in this matter.

Sincerely,



CIRO FARINA  
Chairman, Interagency  
Transportation and Traffic  
Management Committee